

## **Guidelines for BOOK DONATIONS**

Reach Out and Read of Greater New York is happy to accept new and used children's books according to the following guidelines. These guidelines were developed out of respect for the families of the children we serve and in keeping with the mission of Reach Out and Read that children grow up with books and a love of reading.

### **New Books**

Donations of new books are very welcome and should be:

- Developmentally appropriate for children ages 6 months to 5 years of age
- Not be on subjects such as religion, death, divorce, or medical issues

Check the Reach Out and Read of Greater New York website at [www.reachoutandreadnyc.org](http://www.reachoutandreadnyc.org) for a bibliography of favorite books for children ages 6 months to 5 years of age if you would like suggestions.

### **Used Books**

Used books are given to siblings accompanying a child at a well child visit at Reach Out and Read Programs or put in waiting areas to create literacy rich environments.

Used books are welcome at any Reach Out and Read Site but should meet the following criteria:

- Be gently used (covers and pages intact, clean and unmarked pages)
- Books may be for the following age groups: infants up to and including teenagers/young adults
- No textbooks
- No used coloring or activity books
- No books with themes such as death, religion, holidays, divorce or abuse

### **Delivery**

Reach Out and Read Coordinators are often unable to pick up books, so arrangements to deliver donations should be discussed with the Coordinator.

- Verify the time and place of delivery
- Determine if you will need help unloading the books and call ahead to make arrangements for assistance
- Inform the staff that the books are for the Reach Out and Read Program

### **Cash Donations**

Reach Out and Read Coordinators are happy to accept cash donations to purchase books for the children served in their clinics, and often have opportunities to purchase quality books at exceptionally low prices.

**For only \$50, an individual can provide a child with the entire 10 book Reach Out and Read library.**

Donations may be mailed to the address listed below:

Reach Out and Read of Greater New York  
30 East 33<sup>rd</sup> Street, 6<sup>th</sup> Floor  
New York, NY 10016

If you are donating to a specific Site, please include that information with your donation.

Donations may also be made online. Visit our website at [www.reachoutandreadnyc.org](http://www.reachoutandreadnyc.org), and click on "Donate."

**Reach Out and Read of Greater New York** ■ 30 East 33<sup>rd</sup> Street, 6<sup>th</sup> Floor ■ New York, NY ■ 10016  
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